

**STATE OF NEW JERSEY**

BUREAU OF PURCHASE
33 WEST STATE ST 8TH FL TRENTON, NJ 08625-0230
PROFESSIONAL CONTRACT

CONFERENCE, BANQUET, AND HOTEL
FACILITY RENTAL STATEWIDE

NUMBER : A65356
DATE : 04/07/06
BUYER : DOREICA HOLT
PHONE : (609) 633-3907
EFFECTIVE DATE : 04/07/06
EXPIRATION DATE : 04/06/08
T-NUMBER : T0364
CONTRACTOR : SHERATON AT WOODBRIDGE PLACE

PAGE: 1

SHERATON AT WOODBRIDGE PLACE
517 ROUTE 1 SOUTH
STE 2100
ISELIN NJ 08830

VENDOR NO. : 222544577 00
VENDOR PHONE : (732)634-3600
FEIN/SSN : 222544577
REQ AGENCY : 822050
BUREAU OF PURCHASE
AGENCY REQ NO. :
PURCH REQ NO. : 1029301
FISCAL YEAR : 06
COMMODITY CODE : 97165
SOLICITATION # : 37162
BID OPEN DATE : 02/28/06

TERM CONTRACT FROM: 04/07/06 TO: 04/06/08 ESTIMATED AMOUNT: \$.00

1. ORDERING PERIOD: CONTRACT BEGINNING ORDERING PERIOD IS:04/07/06
CONTRACT ENDING ORDERING PERIOD DATE IS:04/06/08
2. F.O.B. POINT: DESTINATION
3. DELIVERY DELIVERY WILL BE MADE WITHIN AS SPECIFIED ELSEWHERE UNLESS
SPECIFIED DIFFERENTLY ON EACH LINE OR UNLESS AN ALTERNATE
DELIVERY SCHEDULE IS INDICATED. AN ALTERNATE DELIVERY
SCHEDULE IS ENCLOSED HEREIN: YES
4. CASH DISCOUNT TERMS: CASH DISCOUNT TERMS ARE 00.00% DAYS.
5. PERFORMANCE BOND: PERFORMANCE BOND REQUIRED: NO ; DATE REQUIRED 00/00/00
AMOUNT \$0 ; PERCENT OF CONTRACT 0.00%
6. RETAINAGE: RETAINAGE PERCENT IS 0.00%
7. COOPERATIVE PROC: THIS CONTRACT IS AVAILABLE FOR POLITICAL SUBDIVISION USE UNDER
THE COOPERATIVE PROCUREMENT PROGRAM NO
8. BID REFERENCE NO: YOUR BID REFERENCE NUMBER IS:
9. AWARDED LINES: YOU WERE AWARDED 1 LINES FROM THE SOLICITATION NUMBER 37162 .
THESE LINES ARE INCLUDED AS A PART OF THIS CONTRACT.

ALL TERMS AND CONDITIONS AS A PART OF SOLICITATION NUMBER 37162 INCLUDING ANY ADDENDA
THERE TO AND ALSO INCLUDING THE BIDDER'S PROPOSAL AS ACCEPTED BY THE STATE ARE
INCLUDED HEREIN BY REFERENCE AND MADE PART HEREOF EXCEPT AS SPECIFIED HEREIN

THIS IS NOTICE OF ACCEPTANCE BY THE DIRECTOR OF THE DIVISION OF PURCHASE AND
PROPERTY ACTING FOR AND ON BEHALF OF THE STATE OF NEW JERSEY, OF THE OFFER
REFERENCED ABOVE BY YOUR FIRM WHOSE NAME AND ADDRESS APPEAR ABOVE.

BUYER

DATE

*** ORIGINAL SIGNED ***

FOR DIRECTOR
DIVISION OF PURCHASE AND PROPERTY

USING AGENCIES CANNOT PROCESS INVOICES FOR PAYMENT OF DELIVERED
GOODS AND/OR SERVICES UNTIL THE PROPERLY EXECUTED BOND HAS BEEN
RECEIVED AND ACCEPTED BY THE PURCHASE BUREAU.

PURCHASE BUREAU (FILE COPY)

PRICE SHEET		PROFESSIONAL CONTRACT			
BUREAU OF PURCHASE PURCHASE BUREAU STATE OF NEW JERSEY 33 WEST STATE ST 8TH FL PO BOX 230 TRENTON NJ 08625-0230		NUMBER : A65356 T-NUMBER : T0364 CONTRACTOR: SHERATON AT WOODBRIDGE PLACE			PAGE 2
LINE NO.	COMMODITY/SERVICE DESCRIPTION	ESTIMATED QUANTITY	UNIT	UNIT PRICE OR PERCENT DISCOUNTS	EXTENDED AMT IF APPLICABLE
00001	UNLESS SPECIFIED OTHERWISE BELOW: SHIP TO: R1 STATE-WIDE ONLY COMMODITY CODE: 971-65-015726 [ROOM RENTAL OR LEASE FOR CONFERENCES....] ITEM DESCRIPTION: CONFERENCE, BANQUET AND HOTEL FACILITY RENTAL. THIS PRICE LINE IS FOR STATE AGENCY USE ONLY. THE USING AGENCY SHALL USE THIS PRICE LINE FOR ALL PURCHASE ORDERS AND PAYMENT ACTIVITY FOR THIS CONTRACT. THE USING AGENCY SHALL FOLLOW SELECTION PROCEDURES THAT WILL BE IN THE NOTIFICATION OF AWARD (NOA) FOR METHOD OF ENGAGEMENT. CONFIRMATION TO THE CONTRACTOR SHALL BE VIA PURCHASE ORDER FOR SPECIFIC EVENTS AS NOTED IN WRITTEN QUOTES SUBMITTED WITH THE BID PROPOSAL. PRICES ON THE WRITTEN QUOTES CANNOT EXCEED MAXIMUM RATE SUBMITTED BY THE CONTRACTOR WITH THE BID PROPOSAL AND CONTAINED IN THE NOA. THE USING AGENCY SHALL ENTER THE TOTAL QUOTE PRICE AS "CATALOG" PRICE WITH A NET OR ZERO DISCOUNT.	1	EACH	NET	

BIDDERS DATA SHEET

Facility Information
06-X-37162

The bidder shall provide the following information

- 1) Indicate below if the facility is in compliance with the American Disabilities Act and/or the NJ Barrier Sub-code.

☒ American Disabilities Act

☐ NJ Barrier Sub code

☐ Both

- 2) Facility popular brand name:

Sheraton

- 3) Street address:

515 US Highway 1 South

Iselin, New Jersey 08830

- 4) Telephone number: 732-634-3600

Facsimile number: 732-634-0258

- 5) Federal Identification Number (FEIN #):

222544577

- 6) Name of person to contact for this contract:

Judy DeTrizio

- 7) Contact telephone number: 732-510-2111

Facsimile number: 732-726-0376

- 8) Contact email address (optional):

jdetrizio@sheratonwoodbridge.com

- 9) Number of guest rooms for overnight lodging:

307

- 10) Regional location of the facility:

☐ Northern

☒ Central

☐ Southern

- 11) Provide the facility's confirmation and cancellation policy below or provide policy separately. Policy must be submitted with the bid proposal.

Confirmation of business is achieved through the
Hotel's Group room + catering contracts.

Cancellation of booking is subject to terms outline
in contract. Individuals may cancel reservation
up to 6pm on date of check-in.

When planning menus with Catering or conference
services, please request need 10 business days
in advance. We will be happy to include
vegetarian, kosher, etc. meals

12) Provide the procedures for requesting special dietary meals:

When planning menu for special dietary needs contact catering or conference services 10 days prior to your meeting or event.

AUDIO, VIDEO INFORMATION

1) Does your facility have an exclusive arrangement with an outside audiovisual contractor/equipment provider

☐ Yes

☒ No

If yes the following information shall be provided:

Name of audiovisual supplier: _____

Address of supplier: _____

Supplier's Federal Identification Number (FEIN): _____

Suppliers telephone Number: _____ Facsimile Number: _____

Name of supplier's contact person: _____

The bidder shall provide with the bid proposal all pricing for audiovisual services. These prices shall be firm through the term of the contract. If no prices for audiovisual services are submitted with the bid proposal and is offered to the State it will be at no cost to the State.

SOURCE DISCLOSURE CERTIFICATION FORM

Contractor: Sheraton @ Woodbridge Place Hotel Solicitation Number: 06-X-37¹⁶²~~157~~ Jst

I hereby certify and say:

I have personal knowledge of the facts set forth herein and am authorized to make this Certification on behalf of the Contractor.

The Contractor submits this Certification in response to the referenced contract issued by the Division of Purchase and Property, Department of the Treasury, State of New Jersey (the "Division"), in accordance with the requirements of N.J.S.A. 52:34-13.2.

Instructions:

List every location where services will be performed by the Contractor and all Subcontractors.

If any of the services cannot be performed within the United States, the Contractor shall state, with specificity the reasons why the services cannot be so performed. Attach additional pages if necessary.

Contractor and/or Subcontractor	Description of Services	Performance Location[s] by Country	Reasons why services cannot be performed in US
Sheraton @ Woodbridge Place Hotel	Hotel	USA	
	Banquet		
	Meeting / Conference		
	Restaurant		

Any changes to the information set forth in this Certification during the term of any contract awarded under the referenced solicitation or extension thereof will be immediately reported by the Vendor to the Director, Division of Purchase and Property (the "Director").

The Director shall determine whether sufficient justification has been provided by the Contractor to form the basis of his certification that the services cannot be performed in the United States and whether to seek the approval of the Treasurer.

I understand that, after award of a contract to the Contractor, it is determined that the Contractor has shifted services declared above to be provided within the United States to sources outside the United States, prior to a written determination by the Director that extraordinary circumstances require the shift of services or that the failure to shift the services would result in economic hardship to the State of New Jersey, the Contractor shall be deemed in breach of contract, which contract will be subject to termination for cause pursuant to Section 3.5b.1 of the Standard Terms and Conditions.

I further understand that this Certification is submitted on behalf of the Contractor in order to induce the Division to accept a bid proposal, with knowledge that the Division is relying upon the truth of the statements contained herein.

I certify that, to the best of my knowledge and belief, the foregoing statements by me are true. I am aware that if any of the statements are willfully false, I am subject to punishment.

Contractor: Sheraton @ Woodbridge Place Hotel
[Name of Organization or Entity]

By: Judy DeRiziu Title: Director of Group Sales
 Print Name: Judy DeRiziu Date: 2-27-06

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Jst

PRICING AND SUPPORTING DETAILS TO BE COMPLETED BY THE BIDDER

CONFERENCE, BANQUET, AND HOTEL FACILITY RENTAL

Bid Number 06-X-37759

Food Services Charges

Refer to RFP Section 3.0 (Scope of Work) for requirements. The bidder shall provide the following food services charges:

Descriptions	Hours of Operation	Year 1	Year 2
Continental Breakfast	1 HR.	\$ 11.95	\$ 11.95
Plated Breakfast	2.5 HRS.	\$ 16.95	\$ 16.95
Buffet Breakfast	1.5 HRS.	\$ 19.95	\$ 20.95
AM Break	30 MIN	\$ 4.50	\$ 4.50
Plated Lunch (CHICKEN)	2 HRS.	\$ 26.95	\$ 26.95
Buffet Lunch	1 HR.	\$ 25.95	\$ 26.95
Box Lunch		\$ 19.95	\$ 19.95
PM Break	30 MIN	\$9.95-13.95	\$9.95-13.95
Plated Dinner (CHICKEN)	3 HRS	\$ 31.95	\$ 32.95
Buffet Dinner	2.5 HRS.	\$ 39.95	\$ 39.95
Snack Only	15 MIN	\$	\$
Evening Reception (NO ALCOHOL)	2 HRS	\$ 16.95	\$ 17.95
Gratuity and/or services charge rate	N/A	20.00 %	20.00 %

Package Charge Rates

The bidder may provide an alternate package pricing structure in the form of package rates. These charges, which are billed on a per person, per day basis are all inclusive of the following services required by the State for an event.

Food (breakfast, AM break, lunch, PM break and dinner)
Lodging
Meeting rooms (all inclusive)
Breakout rooms

If using the package price structure, the bidder must provide the following half day and full day per person package rate and the services charge (a.k.a. gratuity) rate must be enter below.

Package Charge Rates	Year 1	Year 2
Half day package rates	\$ 25.95	\$ 26.95
Full day package rates	\$ 45.95	\$ 45.95
Gratuity and/or services charge rate	20 %	20 %

Half Day Meeting Room Rates

The bidder shall provide the required information for the following half day meeting room rates. The bidder may attach this information but it must be indicate in the following.

With no food & beverage

Seating Style	Room Name	Seating Capacity	Year 1	Year 2
Banquet	Grand Ballroom	600	\$ 3,000.00	\$ 3500.00
Classroom <i>2 per 6' table</i>	Bailey / Watson	80	\$ 500.00	\$ 550.00
Crescent Rounds	Salon A	75	\$ 1200.00	\$ 1300.00
Conference	Denton	30	\$ 250.00	\$ 300.00
Theater	Amphitheatre	75	\$ 400.00	\$ 450.00
U-shape	Hampton / Cutter	30	\$ 375.00	\$ 400.00
Other	Exec. Boardroom	16	\$ 350.00	\$ 375.00

Full Day Meet Room Rates

The bidder shall provide the following full day meeting room rates. The bidder may attach this information but it must be indicate in the following.

With No Food & Beverages

Seating Style	Room Name	Seating Capacity	Year 1	Year 2
Banquet	Grand Ballroom	600	\$ 4,000.00	\$ 6,500.00
Classroom	Bailey / Watson	80	\$ 750.00	\$ 800.00
Crescent Rounds	Salon A	75	\$ 2,400.00	\$ 2,500.00
Conference	Denton	30	\$ 450.00	\$ 500.00
Theater	Amphitheatre	75	\$ 800.00	\$ 850.00
U-shape	Hampton / Cutter	30	\$ 700.00	\$ 750.00
Other	Exec Board Room	16	\$ 625.00	\$ 650.00

Breakout Room Rates

The bidder shall provide following breakout room rates. These rooms shall be separate from the meeting rooms.

The bidder may attach this information but it must be indicate in the following.

	Year 1	Year 2
Half Day Breakout Room Rates	\$ 200.00	\$ 250.00
Full Day Breakout Room Rates	\$ 325.00	\$ 350.00

Exhibit Charges

The bidder shall provide exhibit charges below.

	Year 1	Year 2
Exhibit Table Space Rental	\$ 100.00	\$ 100.00
Exhibit Table Electric Charges	\$ 50.00	\$ 50.00

The bidder shall submit all pricing with the bid proposal by completing the price sheets or the bidder may attach all applicable price lists. If the bidders submit attached pricing information it shall meet all the requirements of the bid proposal.

- 4) Flip charts, pads, pencils and pens for use in the breakout rooms shall be provided all inclusive of the contract.
- 5) The contractor shall provide a message center convenient to the attendees all inclusive of the contract.

3.6.2 Audio, Video Requirements (see section 4.4.6)

The latest audio, video and teleconferencing equipment including but not limited to the following shall be made available to the State. Prices for all audio, and video offer under this contract must be submitted with

- US dollars*
- a) DVD player and projector *if applicable, if no prices are submitted the State will*
 - b) PC and large screen display or projector *250 PC, 550 P, 45 screen*
 - c) Slide projector and large display screen *45 145*
 - d) Transparency projector with remote *50 overhead (no remote available)*
 - e) VHS with large (>27") display with remote *215*
 - f) VHS player with video projector with remote *90 VHS, 550 projector, 45 screen*
 - g) Video projector with PC interface with remote *550 projector, 250 PC, 45 screen, 35 remote*
 - h) Audio/video cart *15*
 - i) LCD projector and laptop PC with Microsoft PowerPoint software *550, LCD, 250 PC*
 - j) Extension cords *15 each*
 - k) Power strips and extension cords *15 15*
 - l) Wireless lavalier microphones *125*
 - m) Standing or table top lectern with microphone *30*
 - n) Sound reinforcement system appropriate for room to be used *patch fee 45*
 - o) Access for internet connection and or video teleconferencing *550 alone, plus calls*
 Must designate type (i.e. DSL, Cable or Dial-up) and maximum speed provided by internet service provider. *T-1 Access price based on Local or international calls*
 - p) Laser pointer *35*
 - q) Extra microphones *30 standing mics*
 - r) TV monitor for video teleconferencing - *Prices vary*
 - s) Flipcharts with easels *40*

3.7 Optional Services

The following services are optional and may be provided by the contractor, if the contractor chooses to provide these services it will be at no cost to the State.

- a) Conference scheduling
- b) Coordination service
- c) Copy machine services
- d) Facsimile machine services
- e) Reception assistance
- f) Coat-room services

3.8 General Food Requirements

The State recognizes that various levels of food services are available. All food served shall be of superior or excellent quality. All food services shall be provided professionally and courteously. It is understood that the level of food service staffing may vary according to the menus types selected.

3.9 Bidders are to submit price for the following meal plans with the bid proposals.

- a) Continental Breakfast
- b) Plated Breakfast
- c) Buffet Breakfast